

Chesterfield County, Virginia
RFP INSTRUCTIONS for CDBG & HOME Programs

Fiscal Year 2017-2018

These instructions are being provided to assist in the submission of proposals in response to Chesterfield County's Request for Proposals (RFP) for federal funds involving the following sources (Referred to as county funds).

- Federal Community Development Block Grant (CDBG) and HOME (Home Investment Partnerships Program)

Proposals will only be accepted from the following organizations:

- Non-Profit Organizations
- Housing Development Organizations
- Chesterfield Neighborhood Organizations
- For Profit Organizations
- Chesterfield Government Departments

Note: Proposals for or from individuals will not be accepted

General Information

Chesterfield County is guided by a strategic plan that provides the blueprint that is followed to achieve excellence in all areas and to provide a first choice community. Additionally the County is guided by the Comprehensive Plan which was adopted by the Board of Supervisors on October 24, 2012. Both of these plans provide the foundation for the priorities and objectives that are included in the Consolidated Plan that will guide funding and progress for the period FY2016 through FY2020 for the CDBG and HOME programs. To view these plans in detail, go on the County's website and they can be located at <http://www.chesterfield.gov/BoardofSupervisors/> and (click on the Strategic Plan on the top left hand side of the screen) and at <http://www.chesterfield.gov/movingforward/> (to locate the comprehensive plan).

County residents overwhelmingly approved a general obligation bond referendum in November, 2013 which included \$304 million for school projects. The school projects major focus will be on renovation or replacement of 10 schools throughout older areas across the county. Revitalization of the more mature areas of the County is a major priority. Beginning with the FY2016 process, the County began focusing on targeting

CDBG and HOME funding into the communities surrounding the school area locations being renovated.

The FY2016-FY2020 CDBG and HOME program priorities and associated objectives/outcomes that will guide funding decisions are as follows:

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

- 1.0 Enhance community attractiveness by reducing and preventing blight
 - 1.1 Improve property maintenance (commercial and residential)
 - 1.2 Improve streetscaping and open space
 - 1.3 Promote the use or redevelopment of obsolete properties
 - 1.4 Encourage responsible home ownership and maintenance
- 2.0 Improve infrastructure and public facilities
 - 2.1 Increase access to existing/improved facilities
 - 2.2 Improve safety and security of public facilities
 - 2.3 Improve environmental conditions
- 3.0 Support programs that enrich lives
 - 3.1 Increase access to recreational, educational, and cultural events
 - 3.2 Promote healthy lifestyles
 - 3.3 Deliver services that address special needs populations

HOME INVESTMENT PARTNERSHIP PROGRAM (HOME)

- 1.0 Safe, decent, and affordable housing
 - 1.1 Encourage the construction of new affordable housing
 - 1.2 Encourage first time homeownership
 - 1.3 Support existing owner occupied housing rehabilitation for low and moderate income

Funding

Funds will be provided on a cost reimbursement and performance basis. No “up front” or advance uses or expenses will be eligible for funding and it is highly unlikely that county funds will cover 100% of any project or program. The proposal must demonstrate that other funding sources are available, committed, and will be utilized prior to the use of any county funds. Failure to demonstrate proof of other funding sources may eliminate proposal from consideration, competition, and/or award. All applications for funding must be able to demonstrate the ability to validate that the area where the program/project will be conducted meets federal income requirements that benefit low to moderate income individuals. Additionally, applications must clearly demonstrate project/program readiness or that the project or program that the funding is being requested for will be ready to begin construction or operate and begin providing services immediately after July 1, 2017. HUD regulations stipulate that CDBG funding is to provide a short term “seed” funding alternative to enable implementation of a new program or service. Therefore, the application will also require that the applicant provide an exit strategy or a concise, realistic explanation of program sustainability after CDBG funding is no longer

available. Failure to meet any of these requirements or if the application package is not in compliance with all of the information required, the request for funding will not be considered. The County retains the right to contact organizations that have submitted requests for funding to obtain clarification of information provided or ask questions about a submittal.

Please note that should your organization be approved for funding, federal reporting requirements are very rigid, time sensitive, and can be staff intensive; however, are a non-negotiable contract stipulation.

Pre-Proposal Conference

A pre-proposal conference was held Friday, October 14, 2016 from 9:00am-10:30am am at the Eanes-Pittman Public Safety Training Building which is located in the County complex at 6610 Public Safety Way, Chesterfield, VA 23832. **Attendance was mandatory to be eligible to submit a proposal for funding.** Questions, answers, and issues were addressed at this session.

Environmental Review

An environmental review is the process of reviewing a project and its potential environmental impacts to determine whether it meets federal, state, and local environmental standards. The environmental review process is required for all HUD-assisted projects to ensure that the proposed project does not negatively impact the surrounding environment and that the property site itself will not have an adverse environmental or health effect on end users. Not every project is subject to a full environmental review (i.e., every project's environmental impact must be examined, but the extent of this examination varies), but every project must be in compliance with the National Environmental Policy Act (NEPA), and other related Federal and state environmental laws.

Preliminary environmental review will be performed for all proposals, regardless of funding recommendations or decisions. CDBG staff may contact you for additional information and/or photographs during the proposal review process. The environmental review will be finalized when proposals are selected for funding and will determine if modifications to the program design are necessary.

No funds may be committed to a proposed project prior to release of funds authorization from HUD. If the proposed project involves ground disturbance, demolition, construction, site improvements, or acquisition of property on which such activities will take place you may not take any action except for option agreements, until the environmental review compliance is achieved.

Submissions

The deadline for submission is **4:00 p.m., Monday, November 28, 2016.** **Applicants must submit a signed hard copy of the proposal on 8.5" x 11" white bond paper and submit a copy of the proposal electronically.**

Proposals will be evaluated as presented. Incomplete submissions have a life of one business day (or November 29th) following the submission deadline for administrative documentation only. A letter indicating such must accompany incomplete submissions. No exceptions will be allowed. The email address to forward proposals and/or attachments to is: Johnsonp@chesterfield.gov

An electronic submission will not serve as a substitute for the required complete one hard copy signature original. Mailed proposals must be received in the Department of Budget and Management on or before the deadline date. The return of proposals following the final decision by the Board of Supervisors must be requested by the organization **at the time of submission**.

Proposals may be hand delivered by 4:00 p.m., Monday, November 28, 2016 to the Department of Budget and Management at 9901 Lori Road, Lane B. Ramsey Administration Building, Room 401 or mailed to the following address:

Chesterfield County
Department of Budget and Management
CDBG Program
P. O. Box 40
Chesterfield, VA 23832

Proposals arriving after the deadline will not be considered for funding. The Department of Budget and Management is not responsible for delays in mail or courier delays or non-delivery of an application prior to the deadline.

Criteria

Demonstration of Need

All proposals must include documented information that supports the ill or condition that exists and which the proposal addresses. Proposals must demonstrate a need for the proposed project/activity using available data. All sources of data must be provided in the proposal. Data submitted in response to this requirement will be verified using sources provided in the proposal. Proposals that do not meet this requirement will not be considered.

Only those projects addressing **ONE** of the federal government's Broad National Objectives and at least **ONE** of the priorities identified in the Chesterfield County Five-Year Consolidated Plan will be considered for CDBG or HOME funding.

Broad National Objectives

1. Elimination of Slums and Blight
2. Benefit Low and Moderate Income Persons

3. Address an Urgent Need (Urgent Need as defined by HUD is to address the aftermath of events such as a hurricane, tornado, flood, earthquake, etc.)

Chesterfield County Consolidated Plan Priorities

1. Enhance community attractiveness by reducing and preventing blight
2. Improve infrastructure and public facilities
3. Support programs that enrich lives
4. Safe, decent, affordable housing

Priority Proposals

Priority will be given to proposals that will provide activities or programs that address the following areas: CDBG eligible census tracts of the County, including Jefferson Davis Highway Corridor and the Ettrick community; and/or the communities surrounding the County's school revitalization sites:

Providence Middle School 900 Starlight Ln N. Chesterfield, VA 23235	Manchester Middle School 7401 Hull Street Rd N. Chesterfield, VA 23235	Beulah Elementary 4216 Beulah Rd N. Chesterfield, VA 23237
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1. Public Infrastructure Improvement
 - Proposals that include new or replacing/repairing deteriorating public infrastructure in CDBG-eligible target areas and/or the school revitalization areas.
2. Housing Rehabilitation Projects
 - Proposals that include assisting existing homeowners in the repair or rehabilitation of owner-occupied housing units (subject to HOME funding authorization).

Compliance with the Chesterfield County Strategic Plan and Comprehensive Plan

Additional compliance beginning with the FY2018 process is a direct link to the County's strategic plan and adopted comprehensive plan. Applications will need to list the strategic plan objective that the request for funding supports. Projects requiring involvement of Chesterfield County departments **MUST** include a signed letter of approval from the director of the respective department(s) For example: proposals requesting funds for neighborhood sidewalks must be approved by the County's Director of Transportation, which is responsible for such projects; or correction of a drainage problem in a neighborhood must be approved by the County's Director of Environmental

Engineering which is responsible for all county drainage activities. Letters from non-supportive departments may result in rejection of the proposal. For any approved funding in excess of \$10,000, your organization will be required to submit an annual comprehensive financial report prepared by an external auditing firm which cannot be paid for out of any funds awarded as a result of your grant request submission.

Ineligible CDBG Activities

The general rule is that any activity not specifically identified as eligible is considered ineligible. Listed below are specific activities, which are ineligible:

- New housing construction (only eligible under HOME program)
- Building used predominantly for the general conduct of government (except for removal of architectural barriers) and other general government expenses.
- Political activities.
- Purchase of furnishings, motor vehicles and equipment.
- Operating and maintenance expenses, including repair of public facilities and improvements.
- Income payments.
- Improvement to buildings used for religious activities.

All submissions must include the following (when applicable):

- Verification of tax-exempt status (IRS determination letter)
- Support letters or endorsements
- Organization Chart

The following information must be included in each proposal

- A. Name, address and telephone number of organization submitting the proposal
- B. Name and telephone number of the organization's chief executive officer (CEO)
- C. Tax identification number
- D. Dun and Bradstreet Number (DUNS)
- E. Contact information (telephone number, fax number and email address) for the individual completing the proposal
- F. Project Name and Location:
 - i. Census tract(s) affected by the actions in the proposal
 - ii. Magisterial District(s) to be impacted by the proposal
 - Bermuda
 - Matoaca
 - Midlothian
 - Cloverhill
 - Dale
 - County-wide (income-based only)
- F. Amount of funds being requested (one per proposal)
- G. Signature of CEO and date signed

Description of Proposed Project/Activity (Name of Activity):

Also provide answers to the following:

I. **Need/Extent of Problem (provide statistical support and resources) – Demonstrate benefit to target area – 25%.**

This section of the proposal should address the extent to which there is a need for your proposed project/activity. Specifically, identify a target area or population for your proposed project/activity. Proposal must include documented information that supports the ill or condition that exists and which the proposal addresses. There must be a direct and substantial relationship between the proposed project/activity, the County's Strategic Plan and the Consolidated Plan, and documented community needs and how this service/program/improvement will benefit the target area.

Project Summary/Description – Justify the Activity Plan – 25%

Describe the overall need and goal of the project/program/service, specific objectives to be accomplished, activities implemented to achieve the project, and desired outcomes of the project. The outcome performance goal(s) needs to be specific, measurable, realistically attainable, relative, and time-bound. Identify the number of persons expected to be served/benefitting from the project. Describe how you will reach out to benefit the target population. Briefly describe proposed project, the population to be served and services to be provided; indicate if this is a new project/program or has received prior CDBG funding.

II. **Project Management or Demonstrated Capacity to administer a federally funded program and Data Collection and Performance Measures Reporting Plan – 15%**

Describe specific steps to be taken to implement the project. Attach a proposed timeline or construction schedule, including monthly milestones, which identifies tasks, staff responsible to run the program/project, collect data, etc., and start and completion dates. Please describe your organization's experience, success, or history with your proposed project or a similar project. Is your organization currently a participant of the GuideStar® Exchange directory? If so, what level of participation has your organization achieved?

Identify and discuss methods you will use to document activities, progress and program effectiveness. Identify any potential barriers to implementing the project and how these barriers will be overcome. Explain how you will make necessary changes to improve program performance. Include specific, measurable, realistically attainable, relative and time-bound goals, specific quantifiable outcomes (projected results of programs and services), and describe any evaluation tools or methods that will be used to measure the achievement of the project/activity.

Demonstrate project readiness – REQUIREMENT

In order to qualify for consideration of funding in FY2018, your program/service/infrastructure improvement will need to be “shovel ready” July 1, 2017 to begin construction or start providing a service or program. Please answer yes, no, or not applicable to each question below.

If it is a construction/infrastructure improvement project, has design phase been completed? If not, what is the timeframe for having the design completed? If it is a program/service delivery type project request, will you have to hire staff, train, and implement policies and procedures to enable data collection of potential recipients, run the program/service, arrange transportation services, other aspect to prepare to implement?

III. **Ability to Meet Consolidated Plan Priorities - REQUIREMENT**

Explain how the proposed project is consistent with **ONE** of the priorities established in the Chesterfield County Consolidated Plan as highlighted on page 2 of this RFP document.

IV. **Ability to Meet Broad National Objective - REQUIREMENT**

Describe, in detail how the project meets **ONE** of the following Broad National Objectives: (1) elimination of slums and blight; (2) benefit low and moderate income persons; or (3) address an urgent need. See www.hud.gov for more information on the Broad National Objectives.

V. **Project Budget – Disclosure of match or leverage funds and/or other resources and financial feasibility - 20%.**

Your proposal must include a project budget consisting of all revenue sources and personnel/operating costs associated with the proposed project (template form supplied). Please indicate the total cost of the proposed project/ Your program/service or infrastructure improvement request will be scored more favorably when it is leveraged with other revenue sources. If you have not applied for funding from other sources, why haven't you? If you plan to use volunteers or in-kind contributions, please explain. Include status of other funding application(s) and state whether or not the implementation of the project is contingent upon receiving funds from other sources. Provide award letter(s) for funding commitment(s) and date of funding availability if available.

VI. **Exit Strategy – 15%**

Explain how the project would continue if it were funded for only one year—what is your exit strategy upon reliance on one time seed money?

VII. **Ability to Link Directly to Objectives in the County's Strategic Plan REQUIREMENT and Comprehensive Plan – PREFERRED**

Please supply the actual objective in the County's Strategic Plan and Comprehensive Plan that your request would support and ultimately assist in improving the desired outcome.

- X. CDBG Project Performance Measurement Form and/or Additional Information for Housing Activities.

CDBG PROJECT PERFORMANCE MEASUREMENT FORM

Project Title: _____
Applicant: _____

Outcomes are related to overall project effectiveness. Outcomes are NOT the number of persons served or the number of service units. Outcomes are the end result of providing the activity or service. Desired outcomes enhance progress toward meeting goals established in the County's Consolidated Plan, the Strategic Plan, and the Comprehensive Plan. Focus on outcomes within the organization's control, utilize reasonable available data and have conditions that are well defined and measurable. Examples are: student academic improvement, housing code violations corrected, completed construction of sidewalk, percentage of applicants that applied for XYZ service that were able to be served, etc.

Describe how participants/area will benefit from this program/service/improvement.

Project Objective #1: to be achieved:

Outcome #1(quantifiable):

Evaluation: Describe evaluation tools, methods and benchmarks to measure achievement of this outcome

Project Objective #2 to be achieved.

Outcome #2(quantifiable):

Evaluation: Describe evaluation tools, methods and benchmarks to measure achievement of this outcome

Total estimated number of unduplicated indicators (see categories below) expected to receive/benefit from services/activities in FY 2017-2018 (July 1, 2017-June 30, 2018). **DO NOT** state both persons and another indicator as your unit of measurement (no overlapping).

Persons: _____ Businesses: _____ Households: _____

Housing Units: _____ Jobs Created: _____ Jobs Retained: _____

Additional Information for Housing Activities

A. Performance Measures - ALL housing projects must complete this section.

Explain how you will collect and verify household demographic information (income, race, ethnicity, age, disability, type and size of household, etc.) and the information listed below. Samples of forms may be attached to the proposal.

- ☐ Affordability of housing (mortgage as percentage of income)
- ☐ Affordability period
- ☐ Completed housing units meeting Energy Star standards
- ☐ Completed housing units made accessible for persons with disabilities
- ☐ Funds used as leverage or match

B. Specific Types of Housing Projects - Choose one or more category for the proposed housing project.

Provide a response to each item in the category that best describes the proposed project. If an item in the category does not apply to the proposed housing project, explain why it does not apply.

Category #1: New Affordable Housing (for new homeowners only)

- How many housing units are in the proposed project, including units designated as affordable and market rate units
- How many units will be available for purchase only by households below 80% of area median income? Are affordable units limited to first-time homebuyers?
- Describe the housing counseling provided to new homeowners.
- Describe outreach efforts to households previously living in subsidized housing (public housing or rental assistance).
- How do you determine the assessed value of housing units?
- How do you determine the amount of HOME assistance needed?

Category #2: Direct Homebuyer Assistance (downpayment and closing costs)

- How many first-time homebuyers will be assisted?
- Describe the housing counseling required for first-time homebuyers.
- Describe outreach efforts to households previously living in subsidized housing (public housing or rental assistance).
- How do you determine the amount of HOME assistance needed?
- How do you determine the assessed value of housing unit?
- How do you verify that the unit meets building code?

Category #3: Homeowner Rehabilitation and Repair

- How many units will be assisted?
- Will you limit the amount of assistance per unit?
- How do you determine the amount of HOME assistance needed?
- How will you ensure that all major systems have a useful life of at least five years after project completion?
- How will you verify that the unit meets building code?

- ♦ How will you ensure that units comply with the lead safe housing rule?
- ♦ How do you determine the after-rehabilitation value of housing units?

C. Community Housing Development Organizations (CHDOs)

The HOME program requires that 15% of the HOME annual allocation, the CHDO set-aside, be reserved for CHDO use for new affordable housing units. A non-profit that qualifies for certification as a CHDO may apply for funding under the CHDO set-aside and for other HOME funds. Other non-profits are not eligible to apply for CHDO set-aside funds. If you are applying as a CHDO, will you be owner, developer or sponsor for the proposed project? Describe experience in developing new affordable housing.

Please note that CHDO certification and organizational capacity are determined by the county. CHDO certification by the state or another locality does not transfer. CHDO organizational capacity includes staff and experience, demonstrated ability to develop affordable housing, fiscal soundness, and relationships with the community, CDBG office, and lenders. If selected for funding, a market study and analysis may be required to demonstrate demand and need for the proposed project.

The CHDO Certification and CHDO Staff Experience/Organizational Capacity forms are available on the CDBG page on the county's website, www.chesterfield.gov.

D. Additional Information or Attachments - ALL housing projects

Include any additional information or attachments that support the need for the proposed project or demonstrate capacity and ability to implement the project, letters of support from clients, former clients, or other organizations/agencies, and brochures.

Please do not attach letters of support from other local governments or state agencies unless you are seeking funding for the proposed project from that entity.

PROJECT NAME: _____

Revenue

CDBG Funds \$ _____

Additional Funding Sources * \$ _____

Total Project Funding \$ _____

*List the source(s) of the additional funding including the amount and status (pending, awarded, etc.). If additional funds have been awarded, please attach a copy of the award letter.

EXPENSES TO BE PAID BY:	CDBG Funds	Additional Funding Sources	Total Project Cost	% of Total Cost (using CDBG Funds)
PERSONNEL COSTS (List by Position)				
Total Personnel				
SUPPLIES AND MATERIALS				
office supplies				
operating supplies/materials				
Other (explain)				
Total Supplies & Materials				
OTHER SERVICES & CHARGES				
communications and advertising				
conferences and travel				
insurance				
publications/public information				
rent & utilities				
maintenance/repair				
training and education				
Contractual services (List)				
Other (explain)				
Total Other Services & Charges				
LAND, BUILDING, & EQUIPMENT				
land acquisition/preparation				
design & inspection				
new construction/improvements				
renovation/rehabilitation/				

conversion				
equipment				
Total Land, Building, and Equipment				
TOTAL PROJECT COST				

Please provide a total project budget narrative:

INCOME GUIDELINES

These figures should be the basis of your organizations responses to questions about the benefits of your service(s) to very-low, low and low-moderate income persons/households: These guidelines are provided by HUD for use in the CDBG/HOME programs. These limits determine income eligibility and program benefits to 30% of median yearly income, 50% of median yearly income, and 80% of median yearly income persons. These figures are based on the Primary Metropolitan Statistical Area (PMSA) median yearly income.

FY 2017-2018 CDBG Income Limits Summary for Chesterfield County

Program CDBG	80% of Median	50% of Median	30% of Median
# in Household	Low Income	Very Low-Income	Extremely Low-Income
1	40,550	25,350	15,200
2	46,350	29,000	17,400
3	52,150	32,600	20,160
4	57,900	36,200	24,300
5	62,550	39,100	28,440
6	67,200	42,000	32,580
7	71,800	44,900	36,730
8	76,450	47,800	40,890

The effective date of these income guidelines is March 28, 2016. These guidelines may change within the first quarter of each year. The HUD income limits are found at <http://www.huduser.org/portal/datasets/il.html>

References:

*The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as established by the Department of Health and Human Services (HHS), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits. For CDBG, 24 CFR 570.3 describes that HUD's income limits for the 50% and the 80% income levels are CDBG Low-and Moderate-income limits, respectively.

CDBG ELIGLBE BLOCK GROUPS		
TRACT	BLKGRP	LOWMOD
100107	1	73.3%
100205	1	54.8%
100205	2	65.0%
100205	3	64.5%
100205	4	48.4%
100206	1	66.7%
100206	2	47.1%
100209	1	67.1%
100300	1	80.1%
100300	2	78.3%
100403	3	65.7%
100404	1	67.5%
100405	1	70.0%
100405	2	66.4%
100406	1	69.7%
100407	1	58.4%
100407	2	56.3%
100407	3	57.7%
100409	4	76.0%
100410	1	55.0%
100506	3	65.4%
100506	4	75.3%
100507	2	47.2%
100508	2	58.1%
100600	1	58.9%
100600	2	69.7%
100600	3	51.7%
100701	2	48.9%
100701	3	51.3%
100804	1	51.5%
100805	3	58.8%
100806	1	76.7%
100806	2	50.5%
100814	1	61.1%
100817	1	51.7%
100819	1	66.6%
100907	1	47.2%
100921	2	49.5%
100921	4	50.1%
100922	2	50.3%
100923	1	54.7%
100934	3	52.6%